



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF
UNIT 35801
FPO AP 96602-5801

DivO 3511.1B Ch1
7/DIVO4
28 DEC 1992

DIVISION ORDER 3511.1B W/ Ch1

From: Commanding General
To: Distribution List

Subj: NAVAL WARFARE PUBLICATION LIBRARY (NWPL)

Ref: (a) NWP ~~0-(P)~~ /-O/
(b) OPNAVINST 5605.19H
(c) CMS 4L

Encl: (1) Sample Letter of Designation/Relief of the Naval Warfare Publications Custodian (~~NWPC~~)
(2) Sample Letter of Designation/Relief of Naval Warfare Publications Clerk

1. Purpose. To promulgate procedures which will ensure uniform maintenance of all Naval Warfare Publication Library (NWPLs) within 3d Marine Division.

2. Cancellation. DivO 3511.1A.

3. Information. Due to the security classification assigned to many of the publications contained within the NWPL, physical security measures equal to the highest level of material held must be maintained for all material stored. Administrative procedures are delineated in references (a) and (b). The following specific procedures/functions will be performed by custodians assigned within this Command:

a. All hard copy publications shall be bound by a hard, protective binder. Should older publications not have been issued in that manner, a suitable substitute will be procured and utilized.

b. The Classified Material Destruction Report (OPNAV 5511/12) will be utilized to record the destruction of top secret or secret publications and/or residue of changes thereto. The original report will be maintained in the NWPL administrative file. Records of destruction are not required for confidential/unclassified material.

c. Maintaining the NWPL will follow the procedures outlined in reference (a).

d. Naval Warfare Publications will not be stored with communications security (COMSEC) material, per reference (c).

e. Ordering outstanding publications/microfiche, and ensuring required publications are on hand, will be accomplished per reference (b).

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f. Each NWPL will hold an in-house inspection and verification of holdings semiannually. The inspection shall be conducted by an individual senior to the custodian, and an informal report containing the results of the inspection will be submitted to the commanding officer with a copy maintained in the administrative file.

4. Summary of Change. This Order has been republished for age and format purposes only.

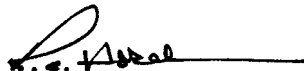
5. Action. Commanding officers and officers in charge will ensure that the below listed assignments are effected, when required.

a. Naval Warfare Publications Custodian (NWPC)/Alternate. An officer or staff noncommissioned officer will be designated in writing as the custodian and alternate custodian. Assignments will be made by the commanding officer following the format provided in enclosure (1). Reference (c) provides restrictions which preclude assignment of the Communications Security Material System (CMS) custodian as the NWPC.

b. Naval Warfare Publications Clerk. An enlisted Marine will be designated in writing by the commanding officer and will be responsible for the administrative upkeep of the NWPL. The format provided in enclosure (2) will be used for clerk assignments.

c. Naval Warfare Publications Subcustodian. Any individual who obtains publications from the NWPL for their own use is designated a subcustodian. The NWPC must ascertain that individuals requesting use of publications from the library possess the appropriate clearance/access. Although no special access list is necessary, other than that maintained by Classified Material Control Center (CMCC), this listing should be available at the location of the NWPL. Additionally, the NWPC must ensure the subcustodian signs and understands the responsibility acknowledgment form contained in reference (a).

6. Inspections. The Division NWPC, or alternate, will inspect all NWPLs accountable to each organization annually in conjunction with the Operational Readiness Inspection of the organizational CMCC. The NWPL Staff Assistance Visit (SAV) is conducted semiannually in conjunction with the CMCC Staff Assistance Visit to ensure the Classified Material Control Center can accomplish its mission and that the NWPL is maintained in a ready status.



R. A. HORD
Chief of Staff

DISTRIBUTION: A/D



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 3511.1B Ch 1
G-3

04 APR 1996

DIVISION ORDER 3511.1B Ch 1

From: Commanding General
To: Distribution List

Subj: NAVAL WARFARE PUBLICATION LIBRARY (NWPL)

1. Purpose. To direct pen changes to the basic Order

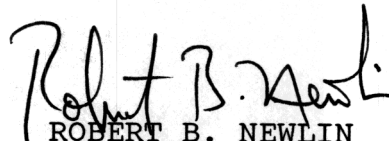
2. Action

a. On page 1 of the basic Order change reference (a) to read:
1-01.

b. On page 1, enclosure (1), change reference (a) to read: NWP
1-01.

c. On page 1, enclosure (2), change reference (a) to read:
1-01.

3. Filing Instructions. File this Change transmittal immediately
following the signature page of the basic Order.


ROBERT B. NEWLIN
Chief of Staff

Distribution: A

DivO 3511.1B

28 DEC 1992

SAMPLE LETTER DESIGNATION/RELIEF
OF NAVAL WARFARE
PUBLICATIONS CUSTODIAN (NWPC)

SSIC
Originator
Date

From: Commanding Officer, _____
To: (Person being designated as Naval Warfare Publications
Custodian)

Subj: DESIGNATION AS NAVAL WARFARE PUBLICATIONS CUSTODIAN

Ref: (a) NWP O (P)
(b) NTP 4 (C)
(c) OPNAVINST 5605.19H
(d) OPNAVINST 3120.32A
(e) OPNAVINST 5510.1H
(f) DivO 3511.1B
(g) DivO P5510.9J

1. Per reference (a), you are hereby designated as the Naval Warfare Publications Custodian for this organization. Your responsibilities and duties are set forth in references (a) through (g).

2. Further, you are directed to conduct a complete inventory of the Naval Warfare Publications Library and submit a report of your findings prior to assuming the duties of custodian.

(Commanding Officer's Signature)

ENCLOSURE (1)

DivO 3511.1B

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SAMPLE LETTER DESIGNATION/RELIEF
OF NAVAL WARFARE
PUBLICATIONS CUSTODIAN (NWPC)

SSIC
Originator Date

From: Commanding Officer, _____
To: (Person being designated as Naval Warfare Publications
Clerk)

Subj: DESIGNATION AS NAVAL WARFARE PUBLICATIONS CLERK

Ref: (a) NWP O (P)
(b) OPNAVINST 5605.19H
(c) OPNAVINST 5510.1H
(d) DivO 3511.1B
(e) DivO P5510.9J

1. Per reference (a), you are hereby designated as the Naval Warfare Publications Clerk for this organization. Your responsibilities and duties are set forth in references (a) through (e).

(Commanding Officer's Signature)

ENCLOSURE (2)

DivO 3511.1B

128 DEC 1992

SSIC
Originator Code
Date

FIRST ENDORSEMENT on

From: (Designated Clerk)
To: Commanding Officer,

Subj: ACCEPTANCE OF NAVAL WARFARE PUBLICATIONS ASSIGNMENT

1. Per reference (a), I have read and understand all the references pertaining to the upkeep of the NWPL, and assume responsibility for their administrative upkeep.

2. I hereby relieve _____ as the Naval Warfare Publications Clerk.

(Signature of Relieving Clerk)

ENCLOSURE (2)